

INSTRUCTIONS FOR COMPLETING FORM 1 – FUND-RAISING APPLICATION

General Instructions:

In order to download and save the forms, you must have a current version of Adobe Acrobat installed on your computer. If you do not already have this program, a free reader download is available on the Department's website. Please note the reader version will not allow the forms to be saved – only completed and printed.

To move from one text box to another, either click in any particular box to begin typing, or press your tab key to move from box to box.

Hold your cursor over any of the boxes to show what information is required there. This "tooltip" will not print; it is for your information only.

To enter information in drop-down boxes (those with a small arrow embedded in the box), left click on the arrow and either choose the appropriate entry from the list of choices (i.e. "Year" boxes) or type in the appropriate information (i.e. "\$0" and "Event Name" boxes); clicking on the arrow automatically highlights the default value, allowing you to enter your information.

DO NOT use dollar signs or comma separators when entering monetary values; use only whole numbers for monetary values (when you exit the box, the entry will automatically be converted to a currency format).

To enter information in the "Comments" boxes, place the cursor inside the box after the word "comments" and begin typing. If more space is needed, please use a separate page clearly marked with the question number to provide your complete answer.

IMPORTANT - WHEN YOU ARE FINISHED. Save an electronic copy of the completed forms for your records. Print a hard copy of each form, review carefully, provide appropriate signatures, and mail the entire application package in a sealed envelope plainly marked "Application for the Auction or Sale of Big Game Fund-raising License Tags". Mail to the address indicated in the "Call for Applications".

Please contact either Craig Stowers (916-445-3553) or Sarah Edmonds (916-445-3449) with any questions or problems you may be experiencing in filling out the form.

Question Number	Question / Information Needed	Specific Instructions
1	Will event be held by May 15, 2009?	Left click on either the "yes" or "no" box; a check mark will automatically be displayed in the appropriate box.
2	Tag preferences	You may apply for up to 3 tags, but will only be awarded one tag, if selected. Left click up to 3 boxes to the left of the species list (a check mark will automatically be displayed in the boxes chosen) to indicate the tag(s) you are requesting. Then, indicate your corresponding tag preference(s) by selecting a "1", "2", or "3" from the drop-down list provided in the boxes to the right of the species (tag) designation.
3	Event date	Enter the date of your event in "month, day, year" format (please spell out the month). If your event spans more than one day, indicate all appropriate dates.
4	Event location	Enter the venue name (location where the event is held), street address, city and state of your event in the appropriate boxes.
5	Gross revenue – one day only	Enter expected gross revenue for your event – do not use dollar signs or commas, and enter whole numbers only (when you exit the box, the entry will automatically be converted to a currency format). For multi-day events, please enter ONLY the estimated revenue for the day the auction event/banquet will be held.

6	Attendance – one day only	Enter the number of expected attendees for your event. For multi-day events, please enter ONLY the number of attendees expected on the one day of the banquet.
7	Maximum price for single CDFG fund-raising tag	For each of the tag types enter the “Year sold” (from drop-down list provided), the purchase price in the “\$0” box (do not use dollar signs, commas, or decimal points), and the event name at which the tag was sold in the “Event Name” box. Provide additional comments in the appropriate box if desired. Complete all sections despite which tags are currently being applied for.
8	Gross revenue for single event	Enter appropriate year from drop-down list provided in the “Year raised” box, gross revenue in the “\$0” box, and the event name at which the revenue was raised in the “Event Name” box. Provide additional comments in the appropriate box if desired.
9	Maximum price for any single item	Enter appropriate year from drop-down list provided in the “Year sold” box, the amount the item sold for in the “\$0” box, and the event name at which the item was sold in the “Event Name” box. Provide additional comments in the appropriate box if desired.
10	3 highest selling fund-raising tags (any state)	For each of the three tags, enter the year the tag sold from the drop-down list provided in the “Year sold” box, the amount the tag sold for in the “\$0” box, and the event name at which the tag was sold in the “Event Name” box. Guided/donated hunts or PLM tags should not be included. Provide additional comments in the appropriate box if desired.
11	# of fund-raising tags sold (any state)	Enter the number of all state fund-raising license tags (excluding PLM tags and guided/donated hunts) from the drop-down list provided in the “# tags sold” box. Then, provide the appropriate information for each tag sold.
12	Maximum price for a single elk tag (any state)	Enter the year the elk tag was sold from the drop-down list provided in the “Year sold” box, the amount the elk tag sold for in the “\$0” box, and any additional comments in the “Comments” box.
13	Maximum price for a single tag (any state)	Enter the year the tag was sold from the drop-down list provided in the “Year sold” box, the amount the tag was sold for in the “\$0” box, and any additional comments in the “Comments” box.
14	Efforts to contact individual bidders (<i>how, whom, how often, specific methods, etc.</i>)	Position the cursor in the upper left corner of the box and type in the appropriate information. If more space is needed than provided, please use a separate page clearly marked with the question number to provide your complete answer. <u>Please be as specific as possible.</u>
15	General methods/efforts to promote and market fund-raising tag (<i>how, whom, how often, specific methods, etc.</i>)	Position the cursor in the upper left corner of the box and type in the appropriate information. If more space is needed than provided, please use a separate page clearly marked with the question number to provide your complete answer. <u>Please be as specific as possible.</u>
16	CDFG’s role in helping to promote fund-raising tag (<i>prior to and during the auction event</i>)	Position the cursor in the upper left corner of the box and type in the appropriate information. If more space is needed than provided, please use a separate page clearly marked with the question number to provide your complete answer. <u>Please be as specific as possible.</u>